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SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission

must be amended with the Office of Public Records in SH-232.

Kate Boyd Britt
(Signature of Traveler)

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17 OCT 16 PM 5:00

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☐ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Travel date(s): September 16-17, 2017

Name of accompanying family member (if any): Wesley Britt
Relationship to Traveler: ☒ Spouse ☐ Child

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	\$ 76.91	\$ 286.00	\$ 112.00	N/A

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): See Attached

10/5
(Date)

Katie Boyd Britt
(Printed name of traveler)

Katie Boyd Britt
(Signature of traveler)

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

10 | 5
(Date)

Richard Helms
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Katie Boyd Britt

Employing Office/Committee: Senator Richard Shelby

Private Sponsor(s) (list all): The Pew Charitable Trusts

Travel date(s): September 23, 2017 - September 25, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Richmond, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

This will be an opportunity for me to work with other chiefs of staff to promote discussions on leadership and on how to better serve not only Alabama, but the United States. Additionally, this will be a chance to form relationships that will better communication between chiefs of staff in the Senate on both sides of the aisle.

Name of accompanying family member (if any): Wesley Britt

Relationship to Employee: ☒ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/24/2017
(Date)

Katie Boyd Britt
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

1. Senator Shelby hereby authorize Katie Boyd Britt
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

8/24/2017
(Date)

Richard Shelby
(Signature of Supervising Senator/Officer)